



City of Seattle
Seattle Special Events Committee

Dear Special Event Organizer:

The City of Seattle's Special Event Application is located at our website www.seattle.gov/specialevents/. Please complete, sign, and date the application. Please attach a legible black and white map outlining your plan/route on standard 8 1/2" x 11" paper with street names and directions noted. This map must be printed in black ink so it can be duplicated and faxed.

Please return the completed application with all attachments to my attention at 860 Terry Avenue North, Room 124, Seattle, WA 98109-4330. Please make sure you sign and date the bottom of page 5. I cannot process applications without a date and applicant signature, standard or electronic.

After reviewing your application, you will be notified as to whether or not you will need to appear before the Seattle Special Events Committee for an event review. The Committee meets the second Wednesday of each month between 9 a.m. and noon in the Lake Union Park Armory Building, 860 Terry Avenue North, Seattle, in conference room 217 on the second floor. Please advise me if you are unable to walk up stairs to the second floor and I will make special accommodations for you.

If you are asked to appear before the committee, I will notify you of the exact time for which you have been scheduled and email you the meeting agenda at least 3 days in advance. An event review normally takes less than 30 minutes. If, in the meantime you have questions, please call me at (206) 233-3948. I look forward to working with you.

Sincerely,

Joanne M. Orsucci, Chair
Seattle Special Events Committee
joanne.orsucci@seattle.gov